



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, MATERNAL AND CHILD HEALTH

Class No. 004124

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, organize and direct the Countywide maternal, child and adolescent health programs; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position class allocated to the Health and Human Services Agency (HHSA). The incumbent reports directly to the Assistant Deputy Director, Public Health Services, and is responsible for the management and administration of public health programs that improve the health of mothers, children and adolescents.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential functions:

1. Plans, organizes, directs, coordinates and evaluates maternal, child and adolescent health programs.
2. Identifies and oversees maternal, child, and adolescent health needs and formulates policies/programs to address critical issues affecting mothers, children and adolescents.
3. Coordinates and collaborates with other public health programs and community agencies.
4. Analyzes and interprets reports and data pertaining to maternal, child and adolescent health.
5. Represents HHSA at various state, community and professional meetings.
6. Reviews, analyzes, recommends and reports on pending and enacted State and Federal legislation applicable to maternal and child health.
7. Establishes policies and procedures.
8. Serves as consultant to HHSA staff and the community on maternal and child health issues.
9. Provides medical expertise for maternal, child, and family health services programs.
10. May prepare program plans, budgets and reports.
11. Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Public health principles, practices and administrative procedures including those relevant to maternal, child and adolescent health.
- Maternal, child and family health, pediatrics, obstetrics/gynecology and preventive medicine.
- Structure and function of County and community agencies.
- Public health administrative, supervisory, and budgetary practices and procedures.
- Local, State and Federal government structure and function.
- Public health programs and agencies.

- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct, and implement public health programs.
- Prepare written reports, grants, letters and other documents.
- Provide effective training and make public presentations.
- Prepare and analyze statistical data.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Graduation from a medical school including completion of a one (1) year of internship in a hospital; AND

1. Master's degree in Public Health (MPH) from an accredited school or university and at least five (5) years of recent (within the last eight years) public health experience to include at least two (2) years of supervisory and administrative experience in maternal, child and adolescent health programs; OR
2. Ten (10) years of progressively responsible work in the administration and management of significant public maternal and child, and adolescent health programs, which included experience as a community liaison.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Constant: sitting and repetitive use of both hands. Occasional: walking, standing, neck and waist bending, squatting, climbing, kneeling, neck and waist twisting, simple and power grasping and fine manipulation and pushing of pulling of both hands, and reaching above and below shoulder level, and lifting and carrying of up to 25 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid license to practice medicine in the State of California is required.

Certification/Registration

Certification by the American Board of Preventive Medicine, American Board of Pediatrics or the American College of Obstetrics, and Gynecology is highly desirable but not required.

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: June 30, 1979
Revised: February 22, 1988
Revised: November 6, 2001
Reviewed: Spring 2003
Revised: June 15, 2004
Revised: September 2, 2004
Revised: October 2005